WebTADS Training

Timesheet Navigation and Time Entry

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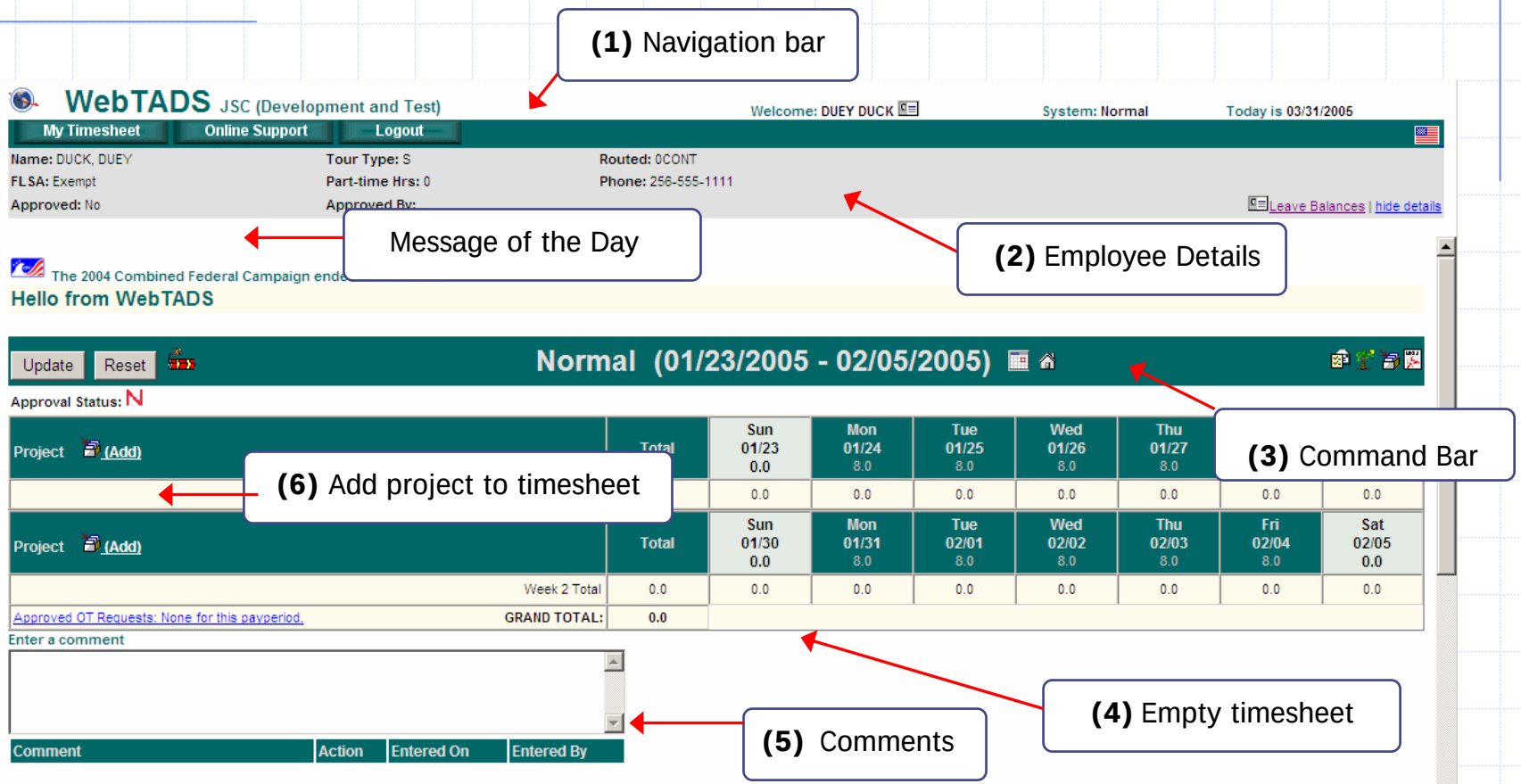
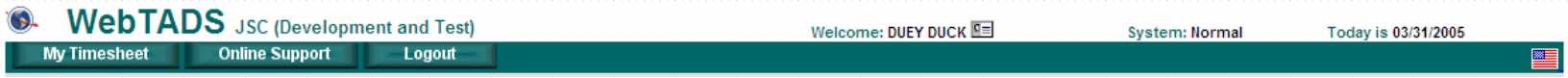
Purpose

- To successfully enter time for the pay period without errors

Timesheet

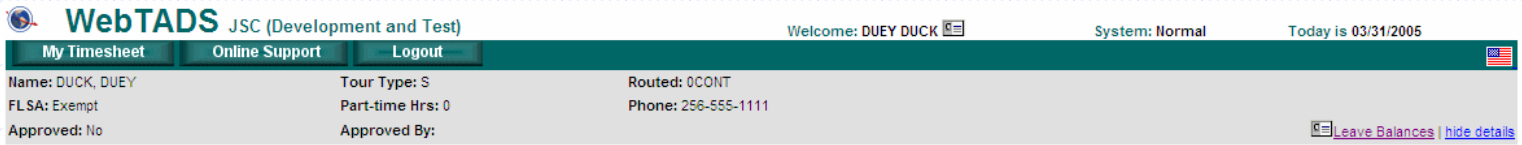

(1) Navigation bar
WebTADS JSC (Development and Test)
Welcome: DUEY DUCK
System: Normal
Today is 03/31/2005
My Timesheet
Online Support
Logout
Name: DUCK, DUEY
Tour Type: S
Routed: 0CONT
FLSA: Exempt
Part-time Hrs: 0
Phone: 256-555-1111
Approved: No
Approved By:
Leave Balances | hide details
Message of the Day
(2) Employee Details
The 2004 Combined Federal Campaign ende
Hello from WebTADS
Update
Reset
Normal (01/23/2005 - 02/05/2005)
Approval Status: N
(3) Command Bar
Project (Add)
Total
Sun 01/23 0.0
Mon 01/24 8.0
Tue 01/25 8.0
Wed 01/26 8.0
Thu 01/27 8.0
(6) Add project to timesheet
Sun 01/30 0.0
Mon 01/31 8.0
Tue 02/01 8.0
Wed 02/02 8.0
Thu 02/03 8.0
Fri 02/04 8.0
Sat 02/05 0.0
Week 2 Total
GRAND TOTAL:
Approved OT Requests: None for this payperiod.
Enter a comment
(4) Empty timesheet
(5) Comments
Comment
Action
Entered On
Entered By

Navigation Bar (1)



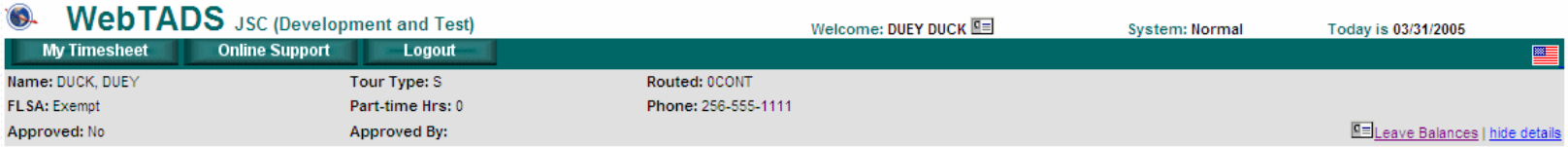
- My Timesheet: Return to your timesheet
- Online Support: Opens online support in a new browser window
  - Online support topics include FAQ, timesheet information, leave request, overtime request, icon definitions, hour types, and center information
- Logout: Logout session in WebTADS
  - Recommended after session completed with WebTADS
- American Flag icon: List of Federal holidays

Employee Details (2)



- Name: Employee's name
- Tour Type: Abbreviation of tour type
  - S – Standard
  - C – Compressed
  - U – Uncommon
  - V – Variable
  - F – Flexible
  - M – Maxiflex
  - I/X – First Forty
- Routed: Organization to which employee timesheet routed for approval

Employee Details (2)



- FLSA: Indicates if employee is Exempt or Non-exempt
- Part-time Hrs: If part-time employee, will show number of part time hours
- Phone: Employee phone number
- Approved: Timesheet Approval status (yes/no)
- Approved by: If timesheet is approved, will have date, time, and name of approver
- E-mail: Employee's email address
- Tour of Duty: Scheduled work hours
- Leave balances: Show employee attributes
- Hide details: If clicked, then only name, tour type, and tour of duty will appear in the gray box

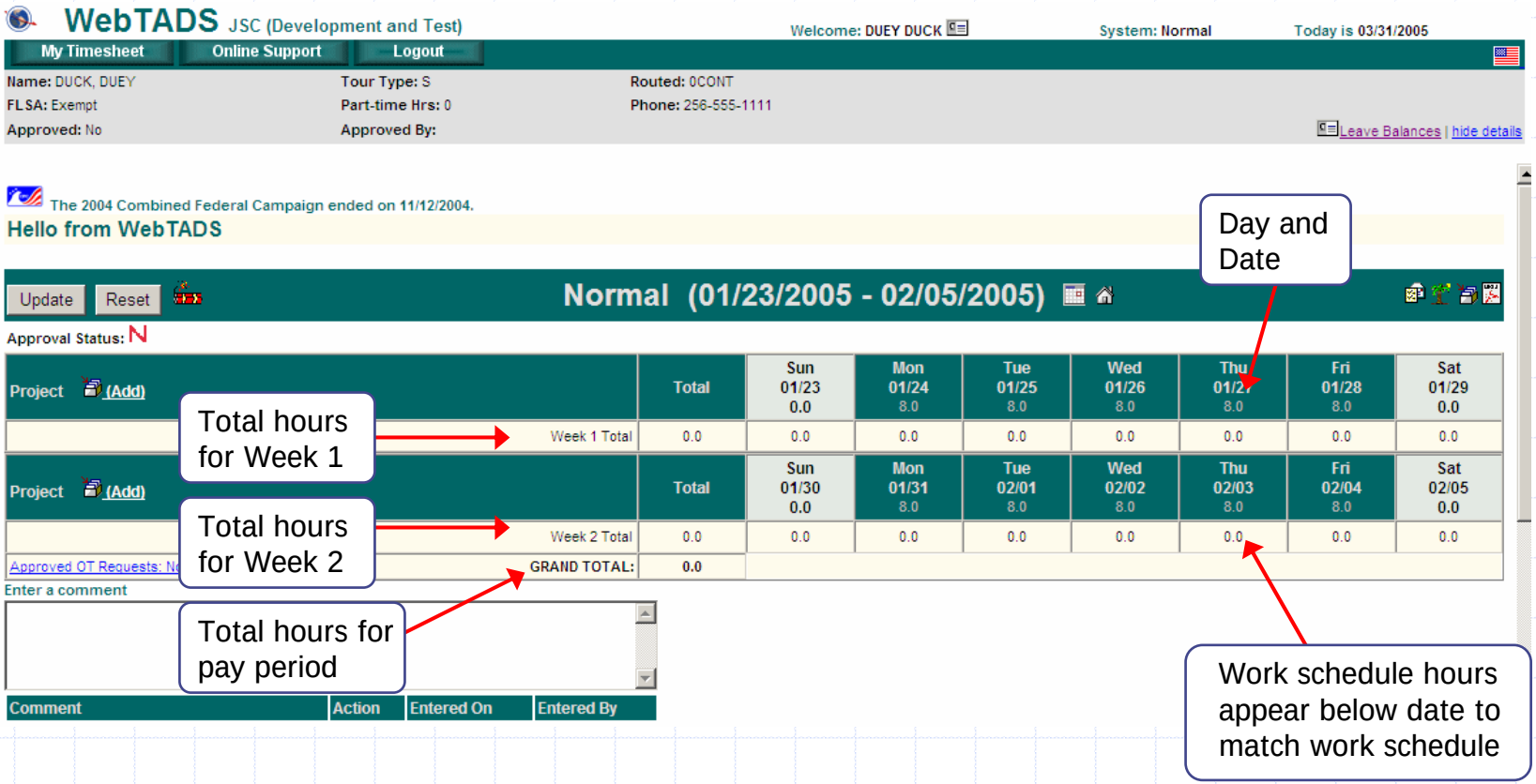
Command Bar (3)

- Update: Save changes made to timesheet
- Reset: Will clear timesheet, unless update button already clicked
- Dynamite: Will show general errors on timesheet
- System Status:
  - Normal – Current pay period
  - Adjust Request – Adjustment (Up to three pay periods prior to active pay period)
  - View – Uneditable timesheet (Previous timesheets up to 1 year from active pay period)
- Dates: Pay period date range

Command Bar (3)

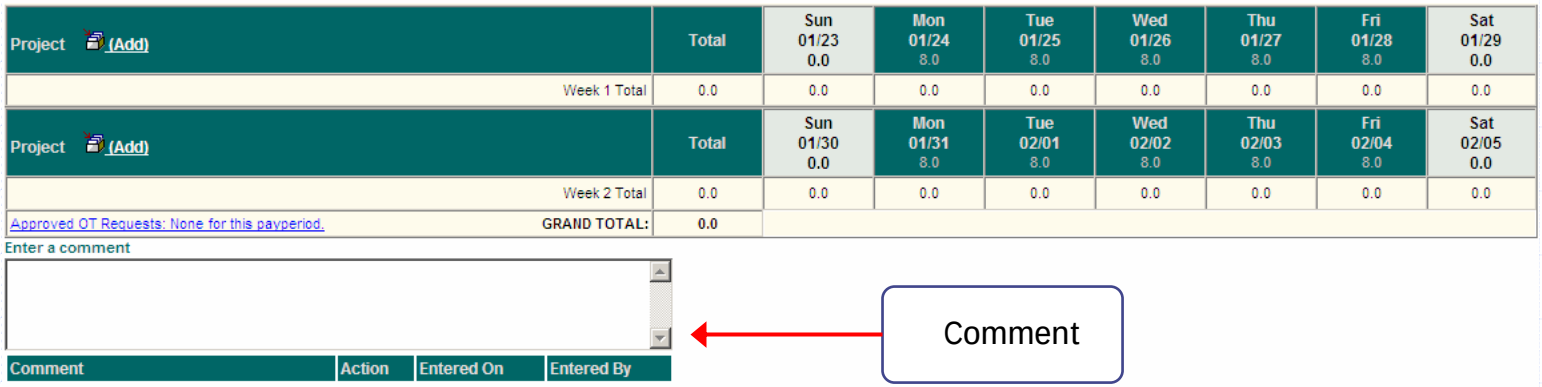
- Calendar: Submit an adjustment to timesheet
  - Edit – Current timesheet
  - View – A timesheet in a previous pay period
  - Prior Pay Period Adjustment (PPPA) – Make an adjustment to a timesheet (up to 3 pay periods)
- House: Return to my timesheet in the active pay period
- Letter: Submit/View an overtime request
- Palm Tree: Submit/View a leave request
- Filing cabinet: Add a project to timesheet
- Adobe Acrobat logo – Formats timesheet for printing

Empty Timesheet (4)



Comment (5)

- Comment box is optional for time entry.
- The comment box is a useful feature allowing the employee to clarify or communicate any additional information to his/her approver.
- After comments are entered, they cannot be deleted and are not editable.

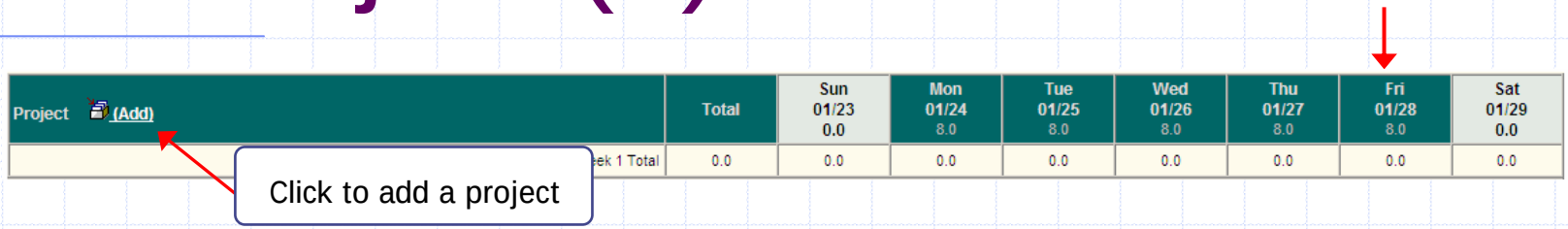


Project (Add)	Total	Sun 01/23 0.0	Mon 01/24 8.0	Tue 01/25 8.0	Wed 01/26 8.0	Thu 01/27 8.0	Fri 01/28 8.0	Sat 01/29 0.0
Week 1 Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Project (Add)	**Total**	**Sun 01/30 0.0**	**Mon 01/31 8.0**	**Tue 02/01 8.0**	**Wed 02/02 8.0**	**Thu 02/03 8.0**	**Fri 02/04 8.0**	**Sat 02/05 0.0**
Week 2 Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Approved OT Requests: None for this payperiod. GRAND TOTAL:	0.0							

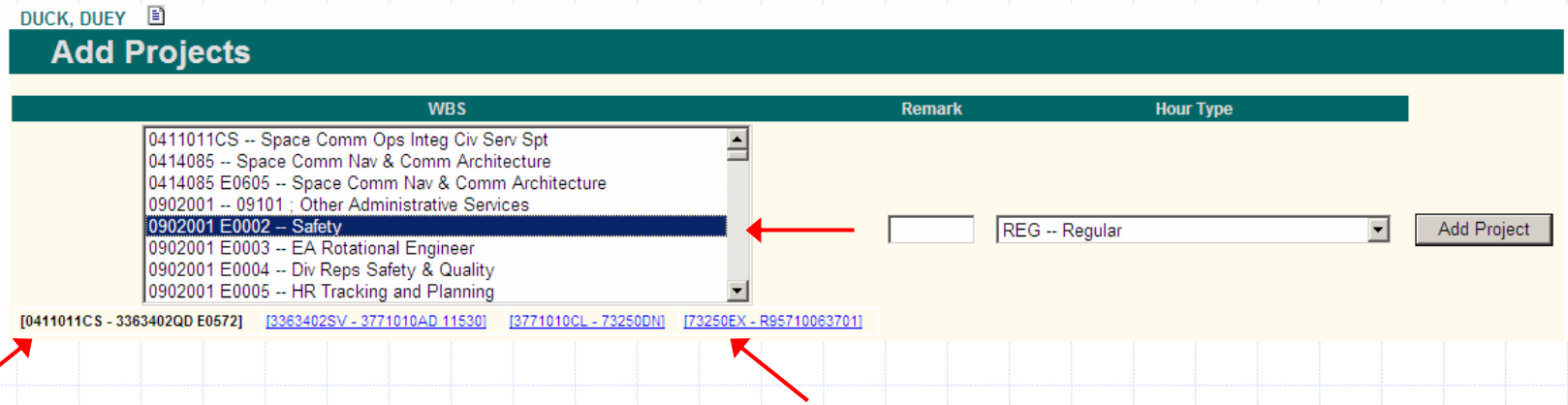
Enter a comment

Comment	Action	Entered On	Entered By

Add Project (6)

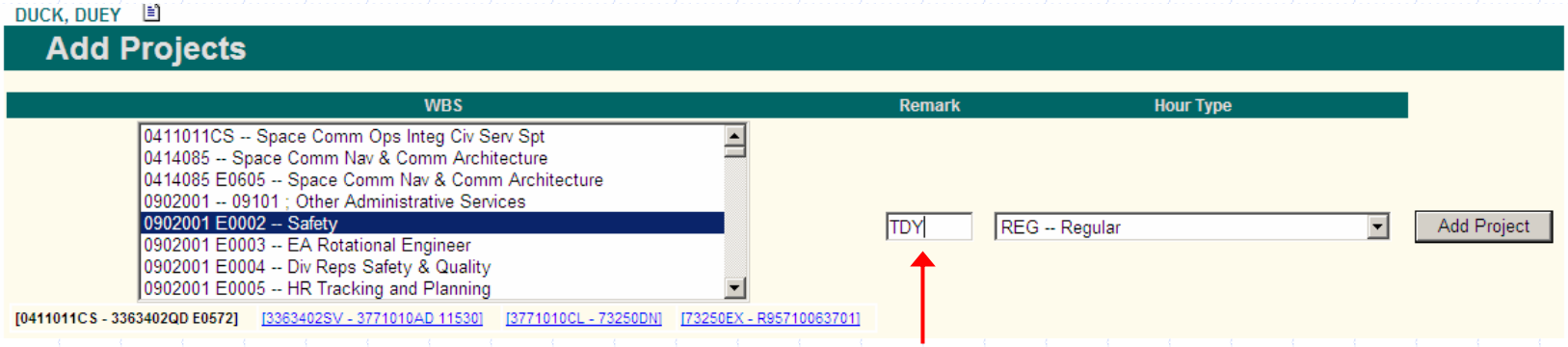


To add a project to an empty timesheet, first click (Add) or the filing cabinet . This takes you to the Add Projects page (below).



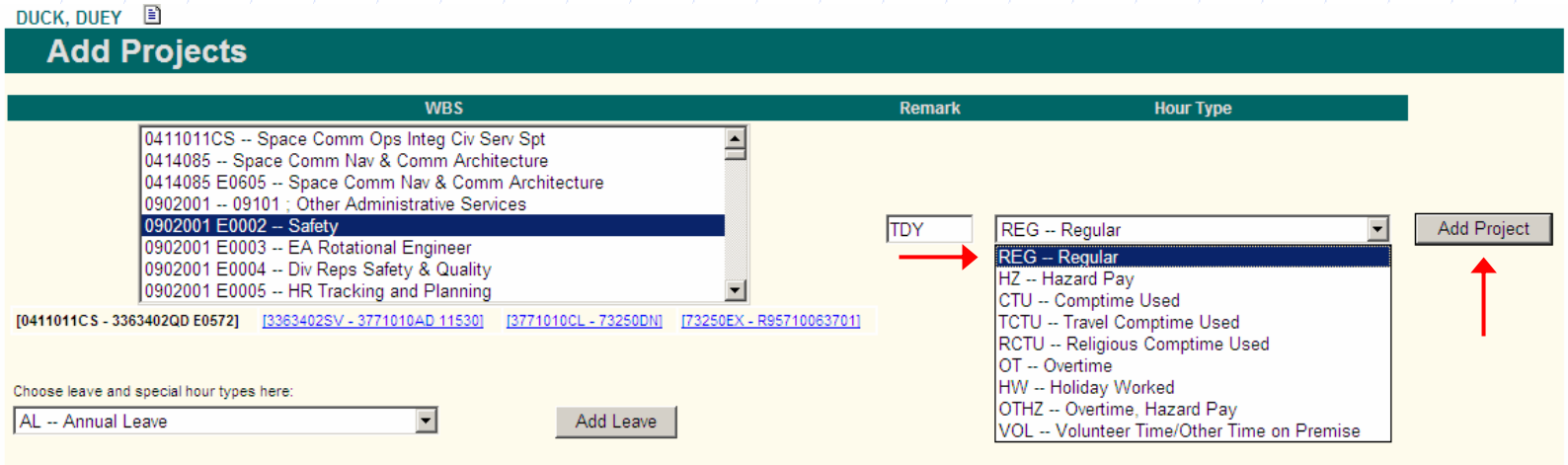
Labor codes are labeled in numerical order. The bold-faced link contains the codes currently displayed. The other links, contain additional codes. Click the link to populate the box with another set of labor codes. The highlighted line denotes the labor code selected.

Add Remark (optional)



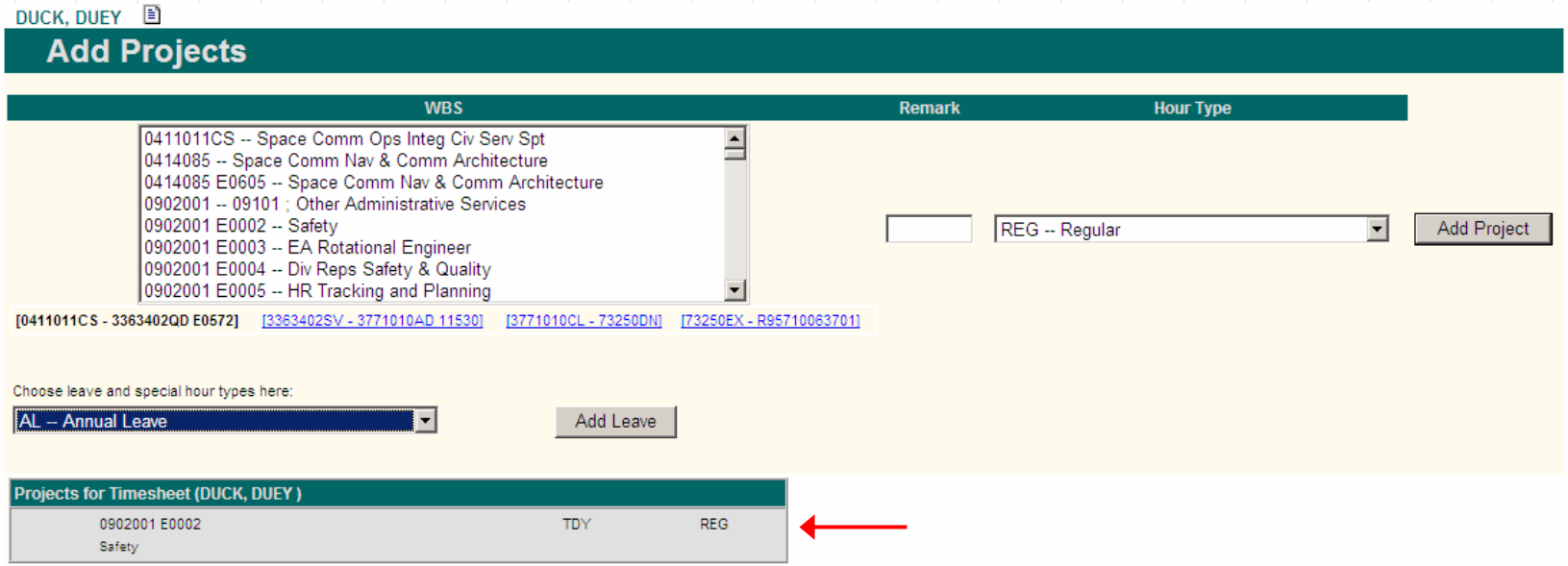
The remark field is NOT a required field. An example of its use would be TDY (travel). Check with your project manager for additional remark codes.

Add Hour Type



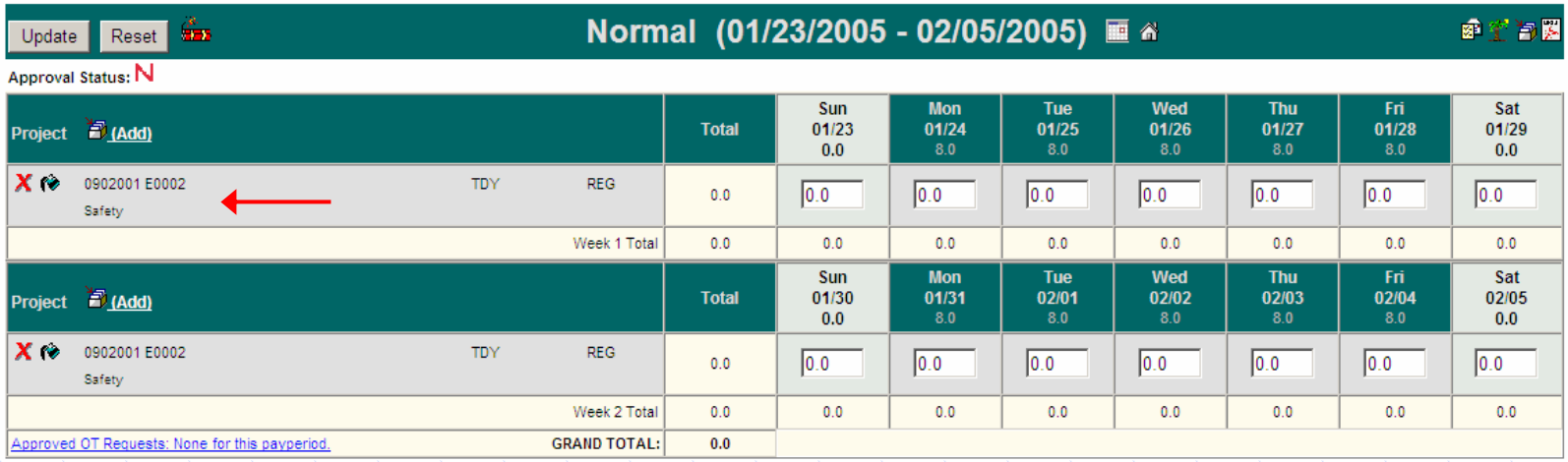
The dropdown box contains available hour types. These will vary per employee based on his/her attributes and work schedule. Click on the desired hour type (the highlighted line denotes the one selected). Now click the Add Project button.

Project Added



The selected labor code and hour type will be added to the bottom of the page and to your timesheet. Clicking the **X** next to the project will delete that project from your timesheet profile.

Project Added (cont)



Update | Reset

Normal (01/23/2005 - 02/05/2005)

Approval Status: N

Project (Add)			Total	Sun 01/23 0.0	Mon 01/24 8.0	Tue 01/25 8.0	Wed 01/26 8.0	Thu 01/27 8.0	Fri 01/28 8.0	Sat 01/29 0.0
X 0902001 E0002 Safety	TDY	REG	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
		Week 1 Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Project (Add)			Total	Sun 01/30 0.0	Mon 01/31 8.0	Tue 02/01 8.0	Wed 02/02 8.0	Thu 02/03 8.0	Fri 02/04 8.0	Sat 02/05 0.0
X 0902001 E0002 Safety	TDY	REG	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
		Week 2 Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Approved OT Requests: None for this payperiod.		GRAND TOTAL:	0.0							

The project also has been added to the timesheet.

(Note: Just as on the timesheet profile, the **X** may be clicked to delete the project from the timesheet. The **X** only appears when zero hours populate a project.)

Time Entry

To enter time on your timesheet:

(1) Click the day that you would like to enter time.

Project (Add)				Total	Sun 01/23 0.0	Mon 01/24 8.0	Tue 01/25 8.0	Wed 01/26 8.0	Thu 01/27 8.0	Fri 01/28 8.0	Sat 01/29 0.0
0902001 E0002 Safety	TDY	REG		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
			Week 1 Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

(1)

(2) Enter the number of hours worked on that day.

(3)

Update Reset

Normal (01/23/2005 - 02/05/2005)

Approval Status: N

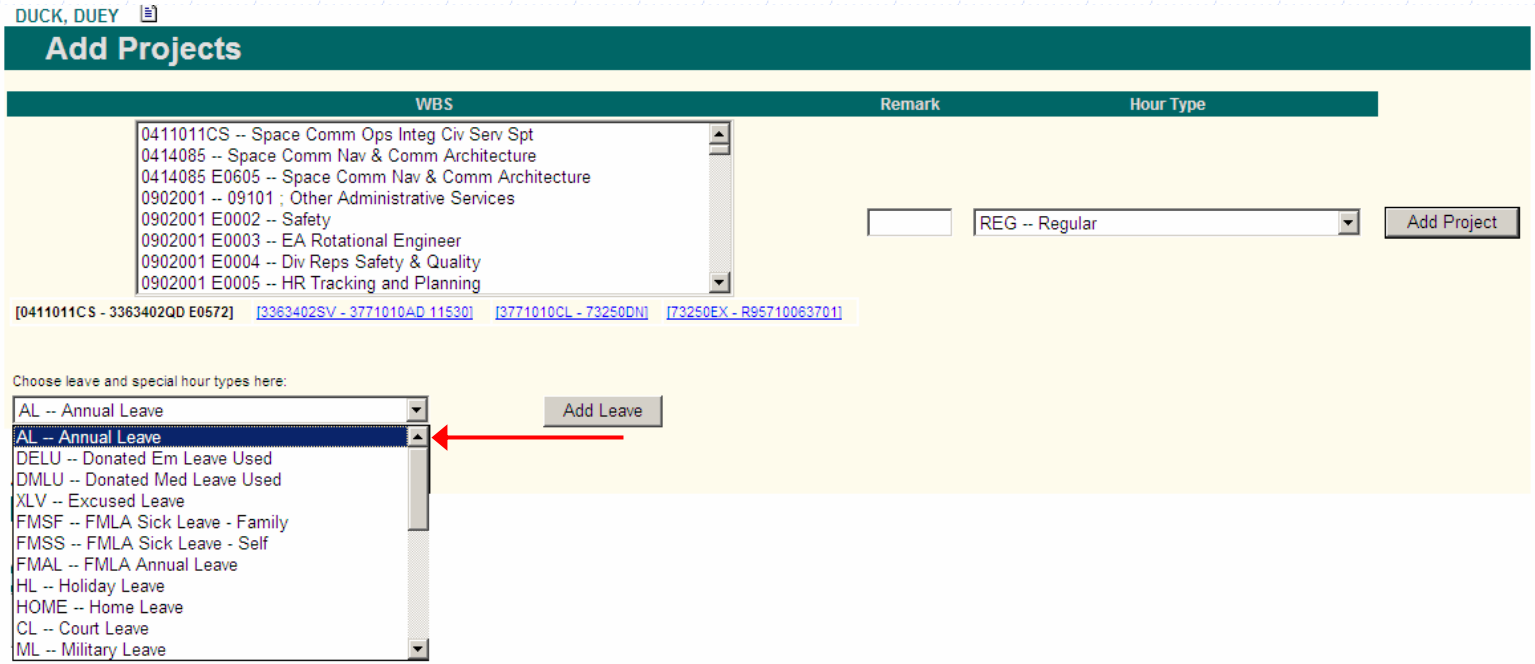
(2)

Project (Add)				Total	Sun 01/23 0.0	Mon 01/24 8.0	Tue 01/25 8.0	Wed 01/26 8.0	Thu 01/27 8.0	Fri 01/28 8.0	Sat 01/29 0.0
0902001 E0002 Safety	TDY	REG		8.0	0.0	8.0	0.0	0.0	0.0	0.0	0.0
			Week 1 Total	8.0	0.0	8.0	0.0	0.0	0.0	0.0	0.0

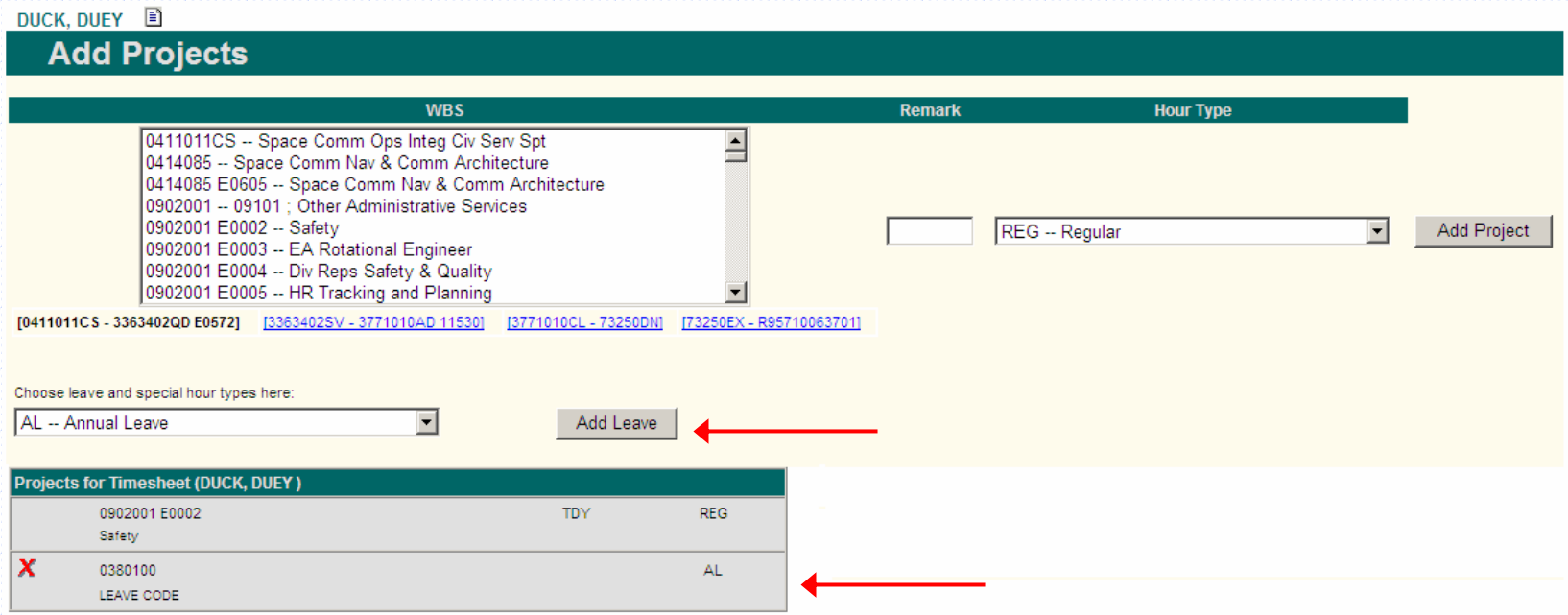
(3) When time entry is complete, click the update button
This will save the time you have entered on the timesheet and total the hours.

Adding Leave

- From the Add Projects page, click to add a leave hour type. The highlighted code in the dropdown box denotes the one chosen. In this example, we are adding annual leave. Note: A labor code is not chosen with leave.

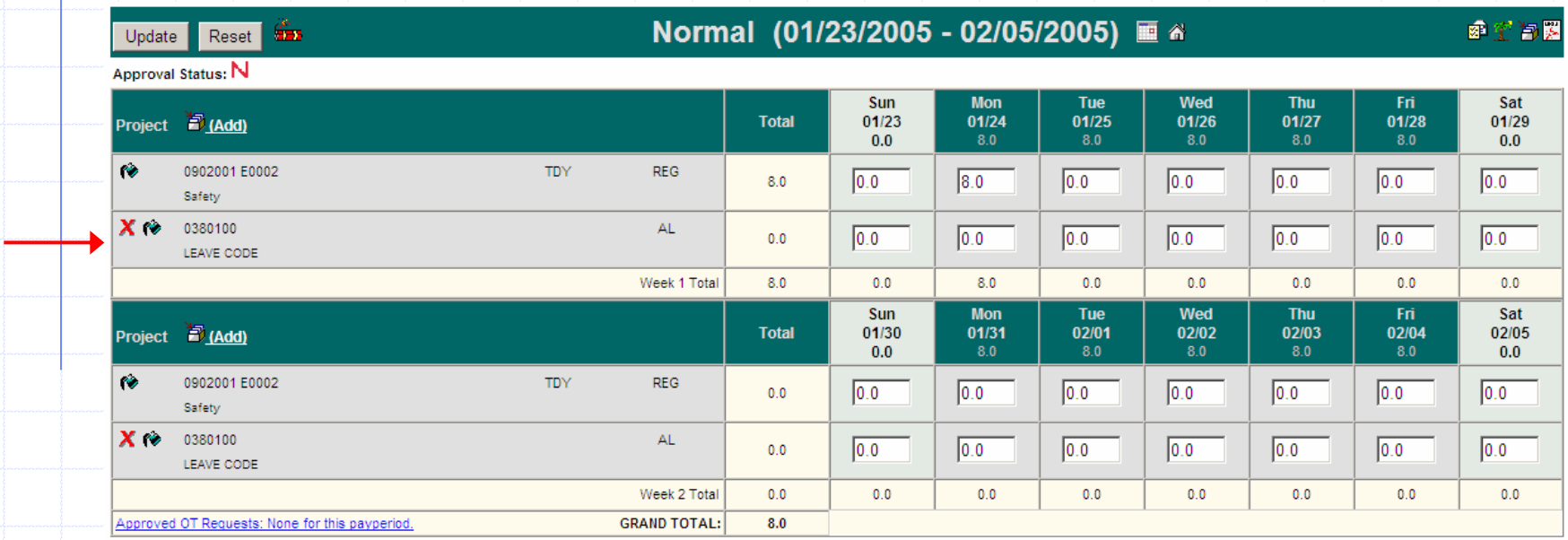


Adding Leave (cont)



After selecting a leave type, click the Add Leave button. The annual leave code has been added to the bottom of the Add Projects page and to the front of the timesheet.

Adding Leave (cont)



Update | Reset

Normal (01/23/2005 - 02/05/2005)

Approval Status: N

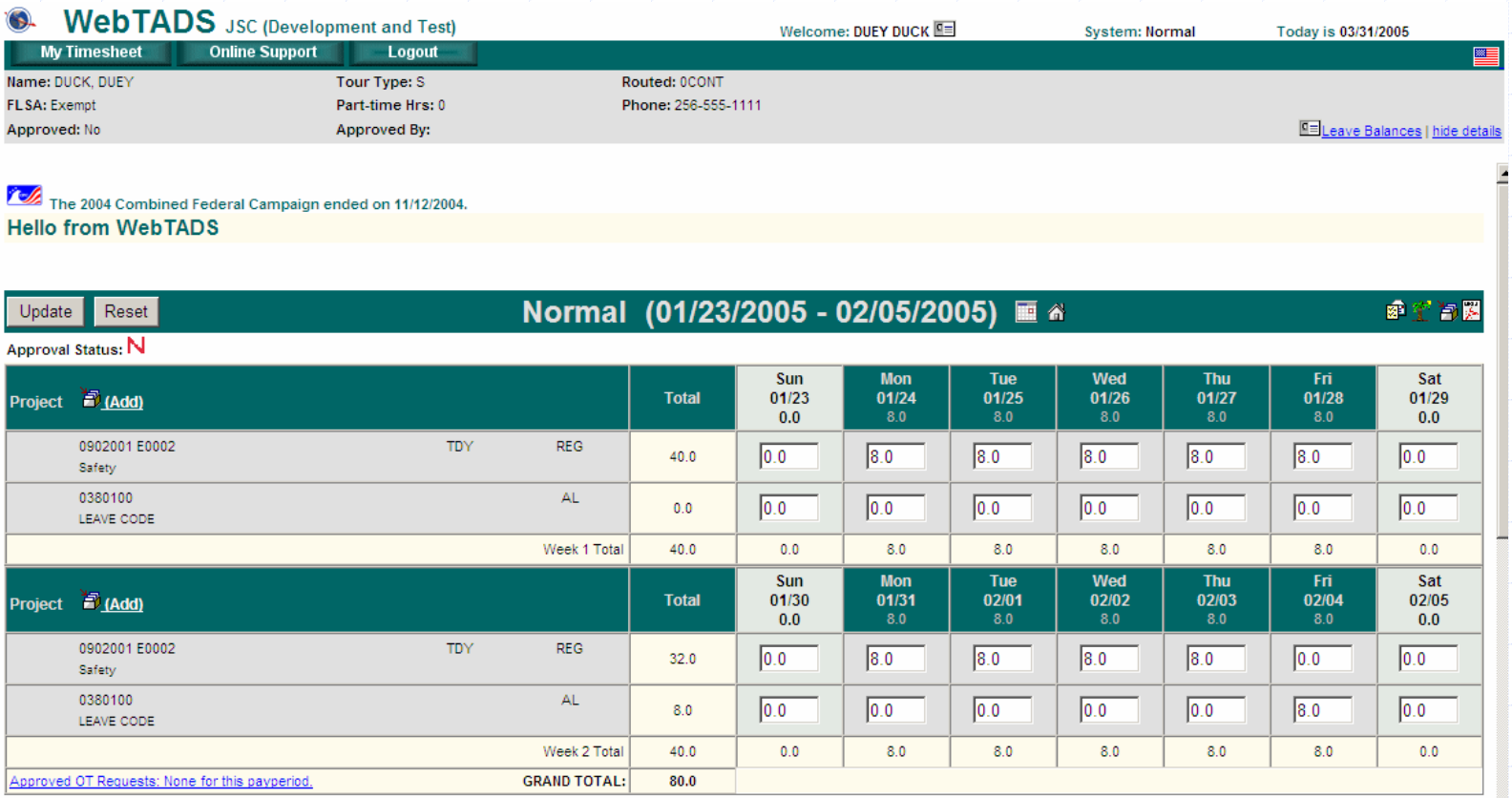
Project (Add)			Total	Sun 01/23 0.0	Mon 01/24 8.0	Tue 01/25 8.0	Wed 01/26 8.0	Thu 01/27 8.0	Fri 01/28 8.0	Sat 01/29 0.0
0902001 E0002 Safety	TDY	REG	8.0	0.0	8.0	0.0	0.0	0.0	0.0	0.0
0380100 LEAVE CODE		AL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
		Week 1 Total	8.0	0.0	8.0	0.0	0.0	0.0	0.0	0.0

Project (Add)			Total	Sun 01/30 0.0	Mon 01/31 8.0	Tue 02/01 8.0	Wed 02/02 8.0	Thu 02/03 8.0	Fri 02/04 8.0	Sat 02/05 0.0
0902001 E0002 Safety	TDY	REG	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
0380100 LEAVE CODE		AL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
		Week 2 Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Approved OT Requests: None for this payperiod.		GRAND TOTAL:	8.0							

Annual Leave appears on the timesheet. Hours to a leave code are added in the same manner as adding hours to a labor code.

(Helpful leave code hint—if a holiday falls in the pay period, the day will not be green, but pink.)

Timesheet Completed



WebTADS JSC (Development and Test)

Welcome: DUEY DUCK | System: Normal | Today is 03/31/2005

My Timesheet | Online Support | Logout

Name: DUCK, DUEY | Tour Type: S | Routed: 0CONT

FLSA: Exempt | Part-time Hrs: 0 | Phone: 256-555-1111

Approved: No | Approved By:

Leave Balances | hide details

The 2004 Combined Federal Campaign ended on 11/12/2004.

Hello from WebTADS

Update | Reset

Normal (01/23/2005 - 02/05/2005)

Approval Status: N

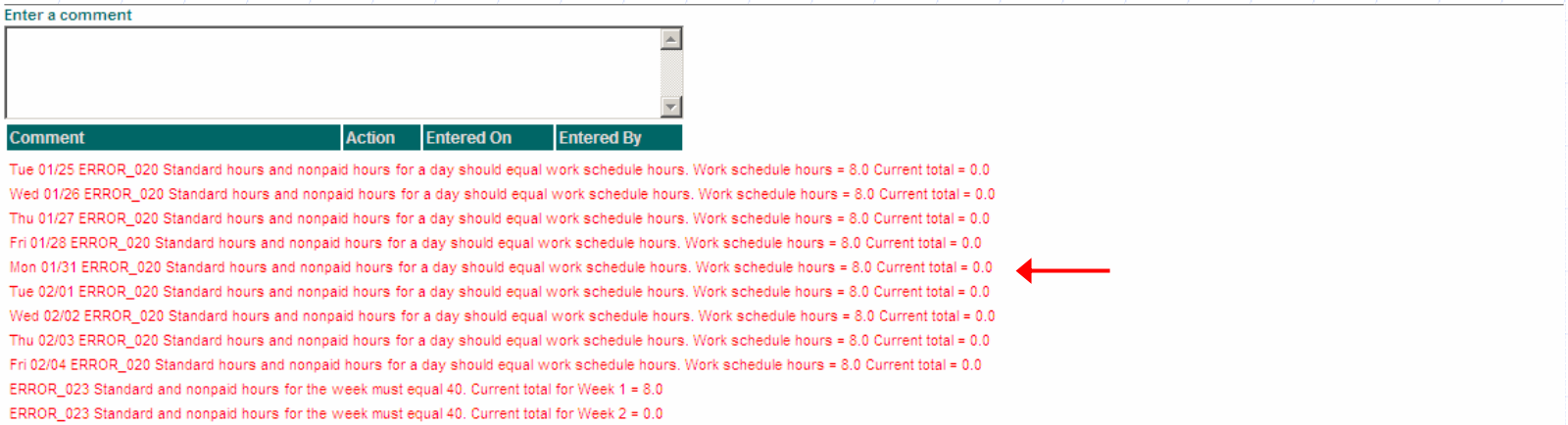
Project (Add)			Total	Sun 01/23 0.0	Mon 01/24 8.0	Tue 01/25 8.0	Wed 01/26 8.0	Thu 01/27 8.0	Fri 01/28 8.0	Sat 01/29 0.0
0902001 E0002 Safety	TDY	REG	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0
0380100 LEAVE CODE		AL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
		Week 1 Total	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0

Project (Add)			Total	Sun 01/30 0.0	Mon 01/31 8.0	Tue 02/01 8.0	Wed 02/02 8.0	Thu 02/03 8.0	Fri 02/04 8.0	Sat 02/05 0.0
0902001 E0002 Safety	TDY	REG	32.0	0.0	8.0	8.0	8.0	8.0	0.0	0.0
0380100 LEAVE CODE		AL	8.0	0.0	0.0	0.0	0.0	0.0	8.0	0.0
		Week 2 Total	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0
Approved OT Requests: None for this payperiod.		GRAND TOTAL:	80.0							

This timesheet is complete. There are no errors or warnings on this timesheet.

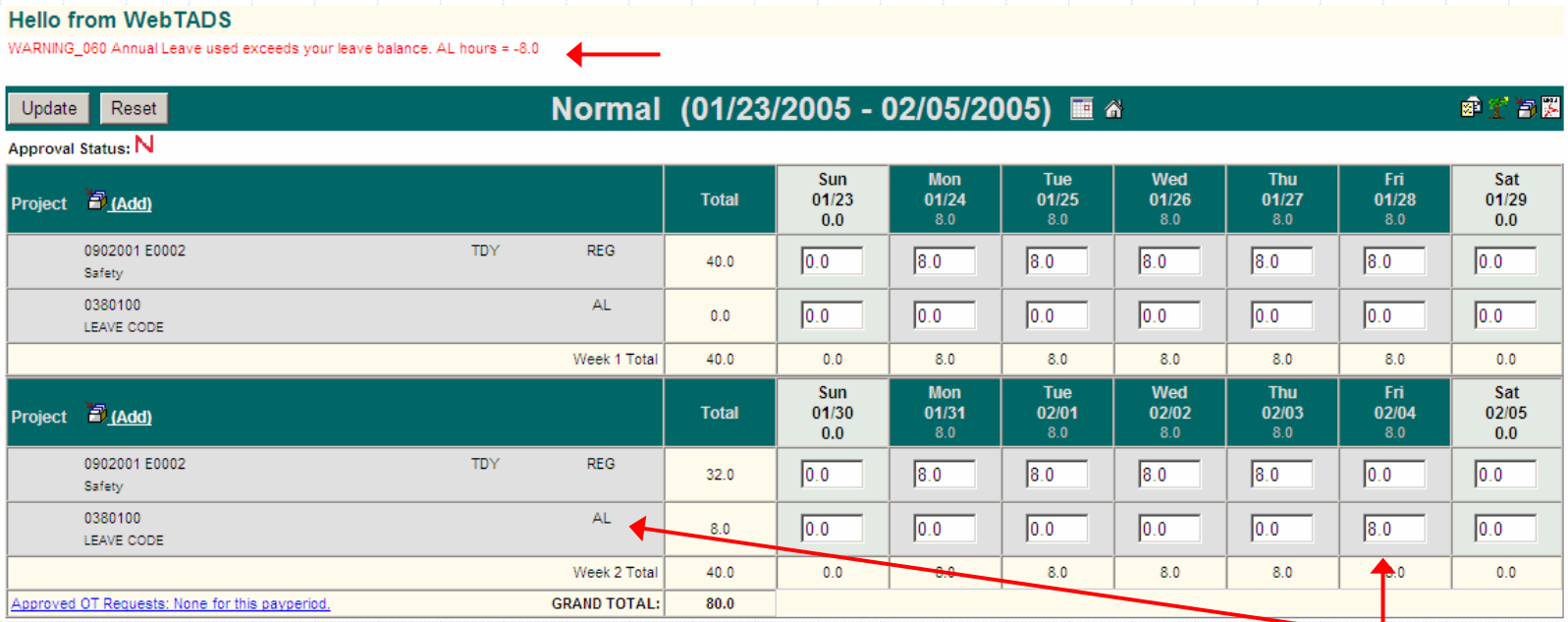
General Errors

- General errors will appear on the timesheet if it is incomplete.
- General errors will disappear as time is entered on the timesheet. When the timesheet has been completed for the pay period, all general errors will be gone.
- Clicking the dynamite found next to the update button will take you to the bottom of the timesheet where the errors are displayed.



Warnings

- Warnings will appear at the top of the timesheet.
- A timesheet may be approved with warnings on it.
- However, it is recommended that a warning be corrected if possible.
- In this example, annual leave has been added for Friday, February 2. A warning appears stating that annual leave exceeds the employee's annual leave balance.



Hello from WebTADS

WARNING_060 Annual Leave used exceeds your leave balance. AL hours = -8.0

Update | Reset | Normal (01/23/2005 - 02/05/2005)

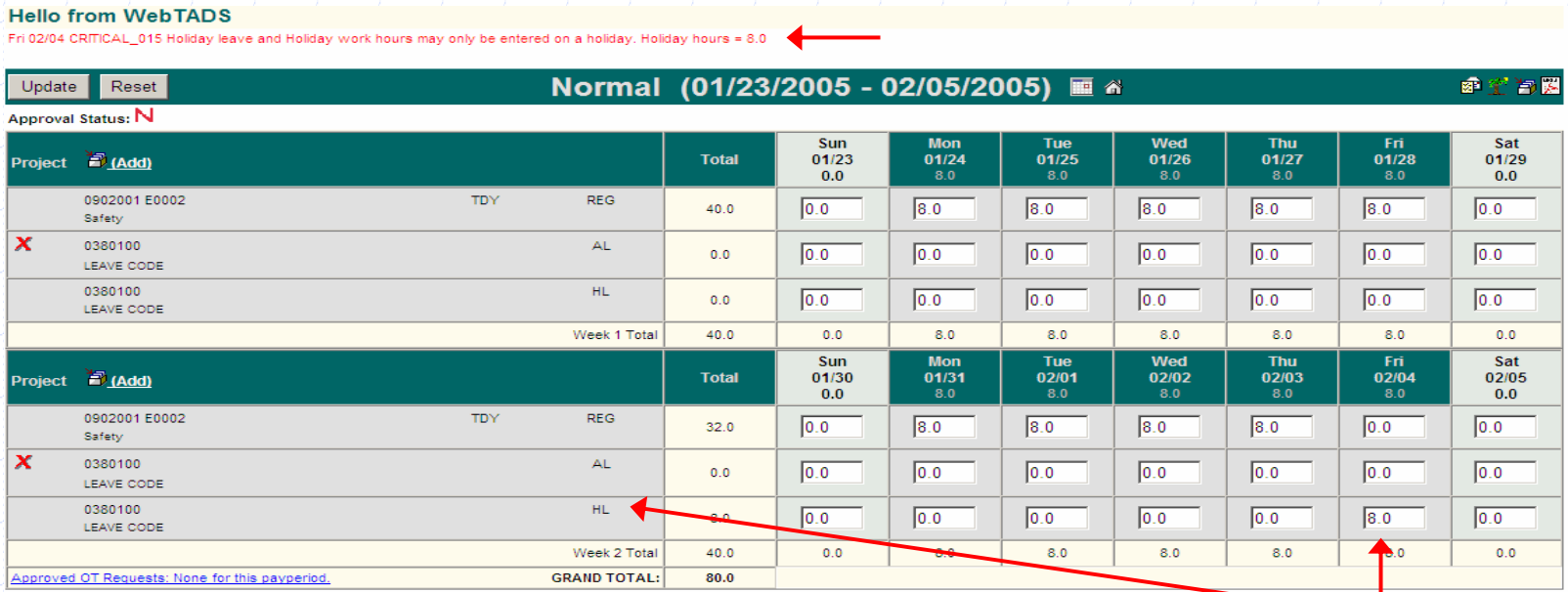
Approval Status: N

Project (Add)			Total	Sun 01/23 0.0	Mon 01/24 8.0	Tue 01/25 8.0	Wed 01/26 8.0	Thu 01/27 8.0	Fri 01/28 8.0	Sat 01/29 0.0
0902001 E0002 Safety	TDY	REG	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0
0380100 LEAVE CODE		AL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
		Week 1 Total	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0

Project (Add)			Total	Sun 01/30 0.0	Mon 01/31 8.0	Tue 02/01 8.0	Wed 02/02 8.0	Thu 02/03 8.0	Fri 02/04 8.0	Sat 02/05 0.0
0902001 E0002 Safety	TDY	REG	32.0	0.0	8.0	8.0	8.0	8.0	0.0	0.0
0380100 LEAVE CODE		AL	8.0	0.0	0.0	0.0	0.0	0.0	8.0	0.0
		Week 2 Total	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0
Approved OT Requests: None for this payperiod.		GRAND TOTAL:	80.0							

Critical Errors

- Critical errors will also appear at the top of the screen.
- A critical error must be corrected.
- A timesheet containing a critical error can NOT be approved.
- Unapproved timesheets can not be sent to the Department of the Interior for processing. This could result in the employee not being paid appropriately.
- In this example, holiday leave was entered on a day that was not a holiday. This mistake resulted in a critical error.



Hello from WebTADS

Fri 02/04 CRITICAL_015 Holiday leave and Holiday work hours may only be entered on a holiday. Holiday hours = 8.0

Update | Reset | Normal (01/23/2005 - 02/05/2005)

Approval Status: N

Project (Add)			Total	Sun 01/23 0.0	Mon 01/24 8.0	Tue 01/25 8.0	Wed 01/26 8.0	Thu 01/27 8.0	Fri 01/28 8.0	Sat 01/29 0.0
0902001 E0002 Safety	TDY	REG	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0
X 0380100 LEAVE CODE		AL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
0380100 LEAVE CODE		HL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
		Week 1 Total	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0

Project (Add)			Total	Sun 01/30 0.0	Mon 01/31 8.0	Tue 02/01 8.0	Wed 02/02 8.0	Thu 02/03 8.0	Fri 02/04 8.0	Sat 02/05 0.0
0902001 E0002 Safety	TDY	REG	32.0	0.0	8.0	8.0	8.0	8.0	0.0	0.0
X 0380100 LEAVE CODE		AL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
0380100 LEAVE CODE		HL	8.0	0.0	0.0	0.0	0.0	0.0	8.0	0.0
		Week 2 Total	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0
Approved OT Requests: None for this payperiod.		GRAND TOTAL:	80.0							

Document Change Record

03/19/2004	Amanda Kerkhof	initial
04/01/2005	Pamela Vaughn	Reworked presentation wording; new screenshots to indicate WBS format on codes